



Saxmundham Town Council

All Members of the **Market Hall Management Committee** are summoned to attend a meeting on

Monday 2nd October 2023 at 11 am in the Town House.

AGENDA

- 1) **Apologies for Absence** - To receive apologies for absence.
- 2) **Pecuniary/Non-Pecuniary Interests.**
Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) **Minutes of the Previous Meetings**
 - a) To approve the minutes of the meeting held 19th July 2023.
 - b) To receive the draft minutes of the meeting of the Market Hall Trustee held 11th September 2023.
- 4) **Finance Report.**
 - a) To approve the payments and receipts for July, August and to 26th September 2023.
 - b) To note the bank balances as of 26th September 2023.
 - c) To note the budgeted versus actual income and expenditure as of 26th September 2023.
 - d) To receive a report on utilities bills and consequences for the Market Hall budget.
 - e) To receive an update on charges for the Webster Room.
 - f) Discussion of any new priorities for next year's budget.
- 5) **Developing the Market Hall as a venue**
 - a) To consider the note of the meeting held 17th September 2023 on future ideas for the events programme and decide next steps.
- 6) **Repairs, and health and safety**
 - a) To note the recent decision regarding emergency repairs to the roof.
 - b) To note that the LED lights will be installed once the emergency repairs have been completed.
- 7) **Current bookings and usage of the Hall**
 - a) Receive a report on recent and current bookings and usage of the Hall.
- 8) **Date and time of next meeting**

Jenny Morcom

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